

CONSTRUCTION COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Construction Coordinator exists is to manage one or more large, complex construction projects for the City of Scottsdale in the Capital Projects Management Division of the Municipal Services Department. This classification is supervisory. Work is performed under the general supervision of the Construction and Design Director.

ESSENTIAL FUNCTIONS

Coordinates daily construction activities per established goals. Implements public information plan with/assistance from project manager. .

Reviews documents for acceptable construction standards prior to bidding. Seeks to find value engineering improvements throughout project duration. Conducts pre-construction conferences.

Recommends traffic movement/access strategies to project manager and reviews all proposed barricading plans with coordination through Traffic Engineering. Considers public convenience in all aspects of traffic control.

Supervises daily activities of assigned project inspectors; investigates and resolves all construction-related input from citizens.

Prepares pay estimates and change orders and monitors contract warranty requirements.

Reads blueprints, construction plans, and project specifications.

Attendance and punctuality are essential functions to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities:

Knowledge of:

Related methods, policies, materials, applications, and uses in the construction field.

Safety procedures, including the hazards and precautions.

The theory and practical applications of the construction trades.

Ability to:

Observe, review and check the work of staff members to ensure conformance to standards.

Use telephone and radio communications equipment.

Understand and ensure proper safety field techniques.

Train crews as to work expectations; monitor and visually observe job performance.

Prepare and present oral and written reports.

Communicate effectively (orally and in writing) with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Operate a variety of standard office equipment, including a personal computer, that require continuous and repetitive eye and arm or hand movement.

Lifts and transports materials including maps, blueprints and bid packages weighing up to 20 pounds.

Works under field conditions for extended periods of time which includes working in adverse working conditions and traversing over rough terrain.

Establish and maintain effective working relationships with consultants, contractors, City staff, and the public.

Education and Experience:

Requires a Bachelor's degree in Construction Management, Civil Engineering, Architecture or a related field; and five years of recent experience in construction management with two years experience relating to public agency projects. Experience working with professional consultants and construction contractors is essential.

A valid Arizona Driver's License and no major driving citations in the last 39 months are required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified